



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
EUGENE I. GESSOW, DIRECTOR

INFORMATIONAL LETTER NO. 785

TO: Iowa Medicaid Hospital Providers

ISSUED BY: Iowa Department of Human Services, Iowa Medicaid Enterprise

DATE: February 25, 2009

RE: Utilization Control Desk Review for All Iowa Hospitals

EFFECTIVE: January 2009

Informational Letter No. 744 was sent to all Iowa hospitals in September 2008 regarding utilization control desk review. Informational Letter No. 780 was sent to all Iowa critical access hospitals (CAH) in January 2009, which clarified the CAH documentation requirements.

Beginning in January 2009, a team from the Medical Services unit will assume the role of verifying the completeness of existing hospital utilization control processes. The team will consist of utilization review coordinators, program specialists, and the Medicaid Medical Director. A comprehensive baseline desk review will be completed for each hospital in the state of Iowa during 2009. Documentation from all hospitals should be forwarded to Medical Services' Hospital Utilization Review Team by April 1, 2009.

After the 2009 baseline review, a desk review will be completed for each hospital in the state of Iowa every three (3) years. The schedule for the triennial review will be selected (based on the results of the baseline review) and your facility will be notified in advance of the review.

All Iowa hospitals should submit their required documentation **by April 1, 2009**. Please refer to either Informational Letter No. 744 (acute hospitals) or Information letter No. 780 (CAH) for further information regarding the documentation required by your facility. The links to these Informational Letters and attachments are:

Letter No. 744: www.ime.state.ia.us/docs/744_NotificationToHospitals.pdf

Letter No. 780: www.ime.state.ia.us/docs/780_485notificationtocahhospitals.pdf

All information should be submitted to:

Iowa Medicaid Enterprise
Medical Services - Hospital Utilization Review Team
PO Box 36478
Des Moines, IA 50315

For questions related to the desk review process, please contact the Medical Services Unit at 1-800-383-1173, extension 51341, or locally at 515-725-1341.